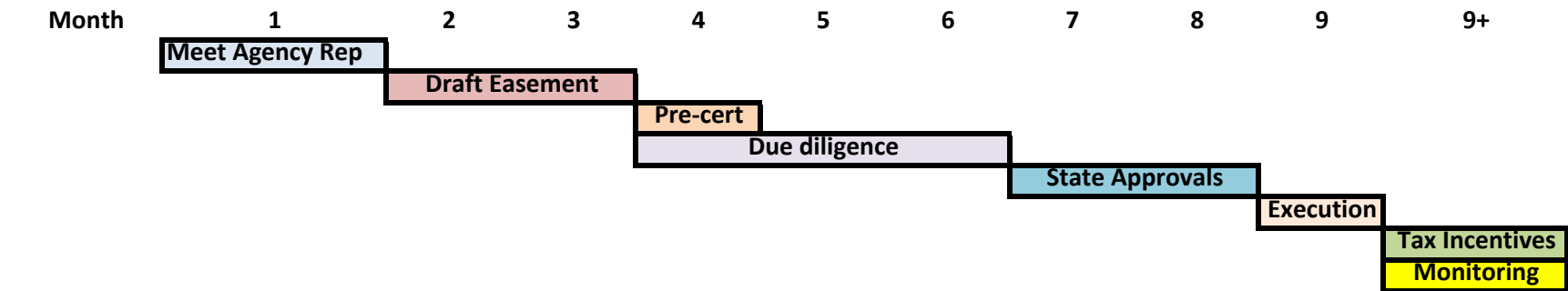


Landowners' Conservation Easement Timeline



Month 1: Meet with Agency Representative

- Tour property & identify special natural areas
- Discuss general easement terms and process
- Determine the right easement holding agency or organization

Months 2-3: Draft conservation easement

- Review the State's form of easement (*legal counsel is recommended*)
- Return any comments or changes to the Easement to the Agency Representative

Month 4: Pre-Certification (*optional, but recommended for non-State easements*)

- Apply for Tax Credit pre-certification from DNR (*state tax credit only*)

Months 4-6: Due Diligence (*see Due Diligence Requirements Guidance flyer*)

- Appraisal, based on easement terms, must be paid for & provided to the State by the Landowner^a
- Phase 1 Environmental Site Assessment
- Property survey

** - if claiming federal, State tax incentives*

Months 7-8: State Approvals

- Agency Board, State Properties Commission, Attorney General

Month 9: Easement execution

- Receive a copy of the executed easement & baseline documentation report

Month 9+: Tax Incentives (*optional*)

- Federal Tax Deduction (*Form 8283*)
- Apply for final State Income Tax Credit Certification from DNR/GLCP
- Request review of post-easement property value assessment from county tax assessor

Easement monitoring

- Holding agency informs landowner of site visits in advance
- Regular communication between holding agency & landowner concerning transfers of ownership, management, compliance questions, etc.